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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 25 November 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 47, 18 November - 25 November 1958

1. The eleventh Budget & Finance Procedures was completed on 21 November.

The inclusion of a presentation by [redacted] Chief, Financial Management Staff, was well received. He explained the new Agency financial management plan in a way that was comprehensive yet readily understandable and interesting to the students. [redacted] visual aids were outstanding.

25X1 [redacted] analyzed the current budgetary requirements of the DDP in the field and at Headquarters. Student reaction to [redacted] was also most favorable.

The new cost center control concept was also introduced in this running. Although it makes the training more complex, it was readily integrated into the course material.

25X1 2. [] Chief, Audit Staff, discussed with [] the responsibility for cash shortages which come before the Lost Funds Board. He specifically inquired whether, in [] opinion, persons who have completed Budget & Finance training could be considered to have sufficient knowledge and responsibility for the proper safeguarding of funds. [] stated, that in his opinion, any person receiving an excellent or satisfactory rating on completion of the course could be considered responsible for the proper safeguarding and accounting for funds.

25X1 3. [redacted] completed Budget & Finance Procedures on 21 November and has assumed his duties as an instructor on this staff.

25X1 4. [] took the German Language Aptitude test and has applied for Russian Language training.

25X1 5. [] is on two weeks military leave. He is enrolled in the War Plans course during this period.